

NOTICE REGARDING RENEWAL DEADLINES

Some correspondence is being received by the Commission without the U.S. Post Office's cancellation or postmark. This will negatively affect licensees who wait until the last minute to mail their renewal application.

It is the renewal applicant's burden to timely submit correspondence to the Commission. Without evidence that an envelope was postmarked on time, the Commission will have no alternative but to require the \$50 late renewal fee or deny the renewal if it is received after the six-month grace period.¹

The post office suggested that renewal applicants may want to request that correspondence is sent insured or return receipt requested in order to ensure that the envelope actually receives a cancellation postmark. **HOWEVER, THE BEST PRACTICE IS TO SEND YOUR RENEWAL APPLICATION WELL BEFORE THE DUE DATE IN CASE MORE DOCUMENTATION OR FEES ARE REQUIRED TO COMPLETE YOUR APPLICATION.**

If you have any questions, please call the Commission at 785-296-3411 or your local post office.

¹ Please note that original license applications, Licensee Change forms, Company Change forms, other Commission forms, and any correspondence sent to the Commission are not considered "filed" until the application and supporting documentation, applicable form, or correspondence is **received** in the Commission's office.